



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## PARK MUSEUM & EDUCATIONAL SRVS ADMINR

Job Number: 20000552

Job Code: 15320V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 03/01/1988

Job Revised: 05/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the daily floor operations of the International Museum of the Horse or the John J. Audubon Museum and Nature Center. Develops and implements comprehensive educational programs for students preschool through high school who are touring the facility; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in education, museum studies, art, history, communication, biological sciences, environmental sciences or a related field.

#### **EXPERIENCE:**

Must have four years experience as a teacher or in administrative work in wildlife management, wildlife conservation or a museum.

#### **Substitute EDUCATION for EXPERIENCE:**

Graduate study in a related field will substitute for the experience on a year for year basis.

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and schedules the work of the floor staff of the museum. Ensures that all exhibitory, displays, computer and audio/visual functions are in working order. Trains museum workers in interpreting the museum to park visitors and in the handling and cleaning of museum artifacts and exhibits. Develops and implements educational programs for the park. Works with school superintendents, principals, teachers and classroom aides in planning and executing educational programs for various school groups from preschool through high school including special education classes. Develops pre visit and post visit materials for teachers and students such as the teacher handbook, student worksheets, visual aids, coloring books, reading lists and study materials. Researches and develops scripts for use with tour groups. Works with other park employees in ensuring the availability of certain horses or services needed for a particular tour group. Recruits and trains volunteers to work with school groups. Answers questions and provides information to park visitors. Develops, interprets and enforces policies and procedures relating to the floor operations of the museum and the educational programs of the park. Gathers, prepares and maintains records and reports on school groups, general audience usage, questionnaires and other statistics relating to the museum and educational programs.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in a state park setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*